

**CITY OF BELMONT**  
**PLANNING COMMISSION**  
**SUMMARY MINUTES**

**TUESDAY, APRIL 20, 2010, 7:00 PM**

Chair Frautschi called the meeting to order at 7:00 p.m. at One Twin Pines Lane, City Hall Council Chambers.

**1. ROLL CALL**

Commissioners Present: Frautschi, Reed, Parsons, Mathewson, Mayer, Horton

Commissioners Absent: Mercer

Staff Present: Community Development Director de Melo (CDD), Associate Planner Gill (AP), City Attorney Zafferano (CA), Recording Secretary Turning (RS),

**2. AGENDA AMENDMENTS - None**

**3. COMMUNITY FORUM (Public Comments) - None**

**4. CONSENT CALENDAR**

**4A. Minutes of March 16, 2010**

**MOTION: By Vice Chair Reed, seconded by Commissioner Mayer, to accept the Minutes of March 16, 2010 as written.**

**Ayes: Reed, Mayer, Mathewson, Parsons, Horton, Frautschi**

**Noes: None**

**Absent: Mercer**

**Motion passed 6/0/1**

**5. PUBLIC HEARINGS:**

**5A. PUBLIC HEARING – 2021 Monroe Avenue**

The applicant proposes a Floor Area Exception to add 67 square feet of floor area to the existing 2,389 square foot residence, resulting in a dwelling size of 2,456 square feet. (Appl. No. 2010-0003)

APN: 044-084-300; Zoned: R-1C (Single Family Residential)

CEQA Status: Categorical Exemption per Section 15303

Applicant: Kenneth Hall, Hall Architecture

Owner: Erik & Audrey Kay

Planner: Rob Gill – 650-598-4204

AP Gill summarized the Staff Report, recommending approval of the Floor Area Exception subject to the attached Resolution and Conditions of Approval.

The Commission had no questions for staff.

**MOTION: By Commissioner Horton, seconded by Commissioner Mathewson, to open the Public Hearing. Motion passed 6/0/1 by a show of hands, with Commissioner Mercer absent.**

No one came forward to speak.

**MOTION: By Vice Chair Reed, seconded by Commissioner Mathewson, to close the Public Hearing. Motion passed 6/0/1 by a show of hands, with Commissioner Mercer absent.**

Chair Frautschi stated for the record that this property received a Floor Area Exception of 738 additional square feet and they are now asking for an addition 67 square feet. When he did the floor area analysis he determined that there is no prevention or lessening of the floor area inconsistencies, it does not provide for further off-street parking and there is no increase in the building bulk, so there is a negative, a neutral and a positive effect. He added that this area of the City has some of the smallest lots and he does not like to set precedents because it skews future properties. He considers that the granting of a Floor Area Exception is granting an applicant something that all of the neighbors already have; that is not the case in this instance.

**MOTION: By Commissioner Mathewson, seconded by Commissioner Mayer, to adopt the Resolution Approving a Floor Area Exception at 2021 Monroe Avenue (Appl. No. 2010-0003).**

**Ayes: Mathewson, Mayer, Parsons, Horton, Reed,  
Noes: Frautschi  
Absent: Mercer**

**Motion passed 5/1/1**

Chair Frautschi congratulated the owner and noted that the decision may be appealed within 10 calendar days.

## **5B. PUBLIC HEARING – Zoning Code Amendments**

To consider Zone Text Amendments to Sections *12.1 – Purpose*, *12.4 – Approval of Uses and Development*, *12.9 – Amendment of Detailed Development Plan*, *12.10 Development Schedule* and *12.12 – Administrative Approvals of Amendments to Detailed Development Plans* of the City of Belmont Zoning Code. These revisions will modify required findings for administrative review of Detailed Development Plan Amendments in Planned Development (PD) Zones. (Appl. No. 2010-0012) CEQA Status: Categorical Exemption per Section 15308 - Actions of Regulatory Agencies for the Protection of the Environment.

Applicant: City of Belmont.

Community Development Director: Carlos de Melo- 650-595-7440

CDD de Melo summarized the Staff Report, noting that staff had attempted to capture all of the feedback provided by Commissioners at their meetings of 2/16/10, 3/2/10 and 3/16/10. All meetings had been publicly noticed and no comments from the public had been received.

Prior to this meeting, Commissioner Mercer had suggested that the term “administrative amendments” be capitalized on a consistent basis, and that findings 1 and 2 under Section 12.12.C be combined.

Responding to Commissioner Mathewson, CDD de Melo explained that the differences in square feet mentioned in the findings under 12.12.C were as a result of direction from the Commission.

Chair Frautschi opened the Public Hearing. No one came forward to speak.

**MOTION: By Commissioner Mathewson, seconded by Commissioner Horton, to close the Public Hearing. Motion passed 6/0/1 by a show of hands, with Commissioner Mercer absent.**

Chair Frautschi read into the record a number of minor suggested edits. With the consent of the Commission, CDD de Melo will make the changes as recommended by Chair Frautschi and Commissioner Mercer, and will forward the corrected Resolution to City Council for adoption.

**MOTION: By Commissioner Horton, seconded by Commissioner Parsons, to adopt the Resolution recommending to the City Council Amendments to Sections 12.1 – Purpose, 12.4 – Approval of Uses and Development, 12.9 – Amendment of Detailed Development Plan, 12-10 – Development Schedule, and 12.12 – Administrative Approvals of Amendments to Detailed Development Plans of Belmont Zoning Ordinance Number 360, as corrected and amended by Commissioner Mercer and Chair Frautschi.**

**Motion passed 6/0/1 by a show of hands, with Commissioner Mercer absent.**

Chair Frautschi thanked CDD de Melo, staff, CA Zafferano and Commissioner Mercer for the efforts they put into this project.

**6. REPORTS, STUDIES AND UPDATES:**

CDD de Melo reported as follows:

**6A. Ralston/US-101 Landscape Project**

No update at this time.

**6B. San Mateo Development – North Road/43<sup>rd</sup> Avenue**

No update at this time.

**6C. Parking Study – Downtown Village Areas**

No update at this time.

**6D. High Speed Train (HST) Project – San Francisco to San Jose**

Belmont will be hosting the Council of Cities dinner meeting the following Friday at Ralston Hall, at which time the High-Speed Rail (HSR) Authority will make a presentation. Also, the 4/27 City Council

Agenda will include 1) staff's comments on the Draft EIR section relative to the Gilroy to San Jose section, 2) information that a public outreach meeting will occur in Belmont near the end of May, and 3) a decision on whether an advisory committee to work on HSR issues should be formed and, if so, who should be on it. He extended an invitation for interested parties to visit his office to review the two volumes he has regarding the recently published Alternatives Analysis.

**6E. Emmett House**

No update at this time.

**6F. 1000 South Road**

No update at this time.

**6G. 2156 Carlmont Drive – Three-Unit Residential Development**

CDD de Melo discussed the resolution that had been taken to Council the previous week seeking to remove the bulb-outs at this site. It was agreed at that time that they may be able to maintain the bulb-outs by shaving them down about 1-1/2 feet, creating a fog line, and installing delineators at the edge of the first bulb-out that will direct drivers to the corner. In this way the parking spaces will be maintained. Once the cost of making these changes is determined, the change should be made rather quickly.

Commissioner Mayer raised the question of why the Resolution of the Planning Commission approving this project was not appealed to the City Council or brought back to the Planning Commission for discussion and possible changes. He was concerned about the fact that a group of neighbors could make their dissatisfaction known and the City somehow honored these concerns without informing them of the appropriate appeal process.

Commissioner Parsons concurred and commented that it appeared that the Traffic Safety Committee overturned the Planning Commission's decision. He did not believe there is a procedure in place for doing that and suggested that perhaps there needs to be a procedure established so that if the traffic safety people have some concerns they would bring the project back to the Commission rather than making the changes without going through the proper channels. He thanked CDD de Melo, Vice Mayor Feierbach and her husband, and Councilmember Braunstein for the time spent at the site. He also believed that bulb-outs already in place at other locations should be examined by the Public Works Department to determine if they need to install fog lines and/or reflectors so they can be seen at dusk or dark.

Commissioner Mayer reiterated that he hopes that in the future people who have a complaint about a decision would come to the Planning Commission's Public Hearings and follow the proper process – the Public Works Department and staff should not be able to overturn a major decision of the Planning Commission.

CDD de Melo added that this project was a learning experience for everyone involved. He was pleased to observe that drivers are starting to give the improvements a chance and will continue to adjust. The landscaping will be planted as approved by the Commission. This item will be removed from the Reports, Studies and Updates list.

**6H. US-101 Pedestrian/Bike Bridge Project**

By way of background information, CDD de Melo noted that this \$8 million project has been 12 years in the making and that it is approved and funded largely through Federal, Caltrans, San Mateo Metropolitan

Transportation Commission and C/CAG dollars. Granite Construction has been awarded a Notice to Proceed, it will be 300 days long, and the first two months of work will be on the west side of U.S.101. Work on the east side will probably being in the middle of June or July. He invited all to a groundbreaking ceremony scheduled for 1:00 on May 12<sup>th</sup> at the Sports Complex.

### **Other Items**

CDD de Melo announced that the **Mayor's State of the City Address** will be held on Thursday, May 20<sup>th</sup> at 7:30 p.m. in the Toby Room of the Belmont Library.

Responding to Chair Frautschi, RS Turning stated that Commissioners are asked to email any comments they have regarding the publication "**The Planning Commissioners' Role**" to her.

Chair Frautschi reminded that everyone is invited to an Arbor Day **tree-planting event** on April 30<sup>th</sup>, at the top of Oak Knoll Drive.

Chair Frautschi noted that Commissioner Parsons will be on the **interview committee for the Director of Public Works** on April 30<sup>th</sup>.

### **7. CITY COUNCIL MEETING OF TUESDAY, APRIL 27, 2010**

Liaison: Commissioner Mercer

Alternate Liaison: Commissioner Mayer

Commissioner Mercer had previously informed Chair Frautschi that she is unable to attend this meeting. Commissioner Mayer will attend.

### **8. ADJOURNMENT:**

The meeting was adjourned at 7:50 p.m. to a Regular Planning Commission Meeting on Tuesday, May 4, 2010 at 7:00 p.m. in Belmont City Hall.

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Carlos de Melo  
Planning Commission Secretary

*CD's of Planning Commission Meetings are available in the  
Community Development Department.  
Please call (650) 595-7416 to schedule an appointment.*

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